



DEPARTMENT OF THE ARMY
YOUR COMMAND
YOUR INSTALLATION, STATE ZIP CODE

YOUR UIC

MEMORANDUM FOR SEE DISTRIBUTION

FOR Director of Public Works, ATTN: IMBE-PWH, Fort Benning, GA 31905

SUBJECT: Exception to Policy (ETP) or Certificate of Non-Availability

1. State simply what's being requested and provide justification for the request. Give information that will assist Unaccompanied Housing (UH) in making an informed decision. Authorized to stay off-post and draw BAH w/o DEPN rate and the reason.
2. If requesting something that involves children, include their age, sex, location and supporting documentation such as court orders or DEERS verification form as well as child care enrollment or school registration for verification of dependant's location.
3. POC: name, unit, and telephone number.

NOTE: The soldier requesting the ETP must submit his/her memo request with a signature block and the unit commander must submit a memo with their signature block and recommendation (approval or disapproval). The Commanders' memo can/should also contain the signature blocks and recommendation of the Battalion Commander and Brigade Commander, if applicable.

CPT, XX
Commanding
Approval/Disapproval

LTC, XX
Commanding
Approval/Disapproval

COL, XX
Commanding
Approval/Disapproval

***Pregnancy ETPs, Soldiers married to Civilians, and Soldiers married to other Soldiers stationed at Fort Benning, only need the Company Commander's Signature!!! All other categories require the Brigade/0-6 signature.**